



# Planning & Development

## Major Encroachment Application

**Public Works Department** Transportation Field Services Division  
One Exchange Plaza Suite 304, Raleigh, NC 27601 phone 919-996-2410

**Deliver or mail completed submittal packages to: DS Customer Service Center OEP Suite 400, PO Box 590 Raleigh NC 27602**

- Please submit ten (10) sets of detailed engineering plans with a completed application stapled to each.
- Please submit one complete plan package in .pdf format. Do not submit individual pages. Sheet sizes should be no larger than 24 X 36.
- Plans should show the location of existing trees.
- If the encroachment involves excavation, please show the location of existing utilities for the area of the encroachment.
- Attached is Resolution 1996-153. It should be signed, dated and submitted at the time of application.
- A \$100 non-refundable application processing fee is due at the time of the submittal.
- A \$70 administrative fee will be collected upon receipt of the encroachment agreement.
- Reference the [Development Services Guide](#) for more information regarding the [Encroachment Process](#).

Date	Transaction #	Group #	Submittal deadline for your request
Reviewed by the Encroachment Committee on		Submitted to City Council for approval on	
<b>Applicant Information</b>			
Owner			
Address			Zip Code
Phone	Fax #	Email	
Tenant			
Address			Zip Code
Phone	Fax #	Email	
Project Contact Person			
Phone	Fax #	Email	
<b>Encroachment Information</b>			
1	Site(s) of Proposed Encroachment:		
2	Dimensions of Proposed Encroachment:		
3	Elevation/depth of Proposed Encroachment:		
4	Timetable and Method of Installation:		
5	Duration of Proposed Encroachment:		
6	Description and Purpose of Proposed Encroachment:		

Encroachment Information Continued	
7	Which lots will benefit by proposed encroachment?
8	Who will be responsible for long term maintenance of proposed encroachment?

<b>City Use Only</b>	Review, comment and sign off. Please take special note of any impact the proposed encroachment may have on public safety and of any benefits or costs this encroachment would entail.	
<b>Inspections</b>		
<b>Planning</b>		
<b>Engineering</b>		
<b>Transportation</b>		
<b>Public Utilities</b>		
<b>Parks &amp; Recreation</b>		
<b>Community Development</b>		
<b>Information Services</b>		
<b>Recommended Insurance Requirements</b>		
Annual Fee @ 48 cents per linear foot (transmission devices only) \$		Fee on monthly basis
A license fee of 3.09% of gross revenues will be assessed on fiber optic cable.		